

DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Manager 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 200 Folly Brook Boulevard, Wethersfield

Hours: Forty (40) hours per week

Job Posting No: 716

Annual Salary: MP 65 \$86,813 – \$118,362 Applicants who are not currently a state employee must start at the minimum salary.
MP 66 \$90,282 - \$123,104 Incumbents in this class may progress to the maximum of the MP 66 Range.

Closing Date: March 27, 2015 close of business

General Experience: Ten (10) years of experience in computer or network operations, production control, systems development, information technology analysis and planning.

Special Experience: Three (3) years of the General Experience must have been in a lead capacity. Note: For State Employees, this is interpreted to be at the level of an Information Technology Analyst 3.

Substitutions Allowed:

- (1) College training in computer science, management information systems or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
- (2) A Master's Degree in computer science, management information systems or a closely related field may be substituted for one (1) additional year of the General Experience.
- (3) For State Employees, four (4) years of experience as a Computer Operations Supervisor may be substituted for the Special Experience.

The Department of Labor Information Technology unit is seeking a results-oriented team player with strong management skills for an IT Manager 1 position to manage the day-to-day activities of the technical support units that provide Helpdesk/Desktop and Call Center Support, Mainframe Production Control and Network/Server Support Services to the Agency. Candidates must have the ability to manage conflicting priorities and diverse technology projects and functions. The incumbent will manage the Department of Labor's technical infrastructure support unit and participate in the Modernization business initiative. The incumbent will recommend technology solutions that deliver value and are cost effective. Additionally, this position requires extensive interaction with Modernization project teams, developers, analysts and third party resources to ensure accurate delivery and availability of information, services and project deliverables. The incumbent will offer long-term value to the Department of Labor by assisting with business planning, project management, RFP development and procurement activities

EXAMPLES OF DUTIES: Planning, directing, organizing, coordinating and managing all activities of the operational unit, division, function or location; Developing plans for future utilization of information technology services ensuring the development of high quality, low-cost technology solutions; aligning information technology planning with business strategies; Developing, implementing, and evaluating unit goals and objectives consistent with the agency's mission and policies; Implementing IT policy; Directing the implementation and testing of software patches and version upgrades; Providing input to the development and revisions of internal operating procedures; Contributing to the budget development process and management of resources; Participating in the controls of large scale critical assignments through program/project planning techniques; Working with users to identify business requirements; Managing IT professionals by encouraging growth and skill, competency development and managing performance and training plans.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Incumbents in this class may be required to travel.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit:

- Cover letter
- Resume
- Application for Examination or Employment (CT-HR-12). http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees.
- If you are not a Department of Labor applicant, you must complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
- Current state employees are required to submit their last two service ratings *and* copies of their last two years of attendance records (2013 & 2014).

Application packages will not be considered without these documents. In addition, incomplete or late applications will not be considered. Submit via mail or fax to:

Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699

If you are faxing your application, please do not mail a duplicate copy. Due to the large number of expected applicants we cannot confirm receipt of application materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant’s Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

_____	_____
Date Signed	Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

_____	_____
Date Signed	Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf

****Important note: Altered forms will NOT be accepted.**